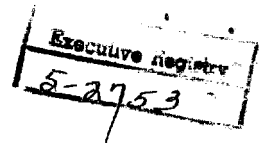


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9 February 1954

MEMORANDUM FOR THE ASSISTANT DIRECTOR/PERSONNEL

VIA : Assistant to DD/I (Administration) *crow*

SUBJECT : Administrative Officer, O/NE

25X1A9a 1. It is requested that Position D4, GS-0301-11, be reclassified to GS-0301-12, and that the present incumbent, Miss [REDACTED] be promoted from GS-11 to GS-12.

25X1A9a 2. This request is based on the increase in the responsibilities placed on Miss [REDACTED] since her appointment as Administrative Officer, ONE, on 8 June 1951.

3. The following summarizes fields in which the responsibility of the Administrative Officer has been appreciably increased since the classification of the position as GS-11:

- a. Entire administrative responsibility for the operations of the Princeton Panel of Consultants, a high-level panel operating by approval of the DCI. This responsibility includes arrangements for housing, transportation, compensation, and security, and involves direct liaison with the consultants individually and with various offices of the agency.
- b. Responsibility for preparation of ONE budget and other financial reports as required by the Assistant Director.
- c. Responsibility in alternate capacity as Chief, Support Staff, which involves direct supervision of the operations of Information Control Branch, Publications Branch, and Reading Room Branch, has greatly increased since the inception of the Office. As the publication of National Intelligence Estimates has grown in importance, so in direct ratio has the supervisory responsibility for internal supporting operation become more important.
- d. Service as O/NE training liaison officer and assistant security officer, in addition to continuing responsibility vis-a-vis the Offices of Security, Personnel, Fiscal and Finance, Logistics, etc., in support of O/NE mission.

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- e. Direct responsibility for employing clerical personnel for O/NE and for their effective allocation.

[REDACTED]
SHERMAN KENT
Assistant Director
National Estimates

FOIAb3b

Attachments:

- (1) Executed Form 52
- (2) Chart showing Place of
Adm. Officer in O/NE
Organization

Concur:

25X1A9a

[REDACTED]
Assistant to DD/I (Admin.)

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